

9050

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

10/93
City Council

TITLE: DATA ENTRY OPERATOR

DEFINITION

Under general supervision, to perform journey level clerical work involving data entry equipment; and to do related work as required.

REPORTS TO: Sr. Quality Assurance Assistant or higher level management as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Sr. Quality Assurance Assistant or higher level management as assigned. May provide technical assistance to users and other staff related to data entry operations.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Review incoming data for accuracy before entering.
- Sort, code, and classify data before entering.
- Enter a variety of information into computer data files using a terminal or personal computer with a high level of speed and accuracy.
- Check accuracy of data previously entered into system.
- Search for and retrieve information stored in computer.
- Proofread materials for clerical accuracy and spelling.
- Operate a variety of office equipment, such as typewriter, calculator, CRT, microcomputer, tape drive, and printer.
- Copy, collate, staple, and bind a variety of materials.
- File materials into established files.
- Type forms, schedules, reports, lists, and general correspondence.
- Compile information for narrative and statistical reports, locating sources of information in a computer.
- Act as a receptionist to the public, take and respond to calls, screen inquiries, take messages and answer questions requiring an understanding of policies and procedures of the work unit.
- Perform other clerical duties such as ordering office supplies, maintaining supplies inventory, and typing various reports and correspondence as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and techniques of operating data entry equipment including computer terminals, key-to-disk systems, verifiers, sorters, collators, and related machines.
- Modern office methods and procedures.
- Record keeping and reporting procedures.
- English usage and basic math.

Ability to:

- Operate data entry and related equipment rapidly and accurately.
- Communicate clearly and concisely, orally and in writing.
- Handle confidential information with discretion.
- Sustain close visual and mental attention in the performance of routine work.
- Maintain accurate records and files.
- Understand pertinent procedures and functions quickly and apply them without immediate supervision.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade preferably supplemented by specialized training in data entry operations.

Experience: One year of experience performing journey level data entry using a computer terminal or key-to-disk equipment.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Positions assigned to the Information Systems Department require that incumbents have the ability to enter data at a speed of 10,000 keystrokes per hour with a high rate of accuracy using key-to-disk equipment including reverse key keyboard.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Data Entry Operator

TO: Quality Assurance Assistant